CONSTRUCTION INSPECTOR II

I. BASIC FUNCTIONS:

The employees occupying positions of this class are responsible for reviewing plans and specifications for, and inspecting and supervising construction of borough roads, single and multi-story buildings, utility systems, rights-of-way construction, and other complex Public Works projects as assigned.

II. DISTINGUISHING CHARACTERISTICS:

The Construction Inspector II is expected to inspect workmanship and quality; review plans and specifications for construction of borough roads, facilities, and utilities, and to inspect the construction to ensure compliance with contract requirements. This position will perform a variety of tasks in managing the activities of a project; conducts meetings with contractors, utilities, governmental agencies, and other groups and individuals involved with the project; reports project status to other Borough staff; resolves problems, discrepancies, and conflicts; inspects and reviews project progress to ensure compliance with specifications and standards. This is a non bargaining unit position.

Supervision Received:
Receives general direction from a Project Manager or Engineer. Work is reviewed through reports and work performed.

Supervision Exercised:
Supervision of regular borough employees is not a normal responsibility of this class; however the Inspector will review and/or monitor work performed under Borough contracts, rental and force account contracts. This position will give approval, acceptance, and/or notification of non-compliance to contractors involved in projects. Provides guidance to Construction Inspector I and Rights-of-Way Inspectors.

Working Conditions:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed primarily out of doors inspecting construction of borough roads, right-of-way construction, Borough facilities and other public works projects. Some work is performed in an office setting. The employee occasionally works in high, precarious places and occasionally may be exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

III. REPRESENTATIVE EXAMPLES OF WORK:

Serves as the Owner's representative and inspects various complex structures and construction projects for conformance with plans, specifications, and regulations.

Observes work during progress, identifying and documenting any deficiencies and provides corrective action.
Prepares daily inspection reports to document construction activities.

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Reviews plans and specifications and inspects construction of borough roads, buildings and utilities for compliance with contract requirements.

Reviews contractor's traffic control plan and monitor traffic control problems at construction site and coordinate corrections if necessary.

Identifies any potential issues or conflicts between the project plans and the Borough's standards and specifications, and recommends revisions.

Coordinates performance of a variety of field materials tests and reviews test results to ensure compliance.

Manages project budget during all phases of construction.

Participates in the Substantial Completion and Final Completion inspections as an Owner's representative.

Provides recommendations on payment of claims and change orders, reviews and approves payment requests, prepares receiving report portion of payment requests.

Prepares a variety of activity records and reports; records progress on construction plans for each project.

Assists division staff on other inspections and surveys.

Performs related work as required.

IV. KNOWLEDGES, ABILITIES, AND SKILLS:

Considerable knowledge of basic mathematics including algebra, geometry and trigonometry; and the practical application of civil engineering principles, to include basic soil mechanics and geology, and engineering mechanics of structures.

Considerable knowledge of standard construction methods and equipment used in the location, design, construction or traffic operations on roads, utilities, and other engineering projects, and principles, practices, techniques, materials, equipments, and safety hazards of construction inspection.

Considerable knowledge of principles and practices applied in surveying techniques and equipment, and the inspection and testing of materials used in the construction of civil projects, including common defects and faults in construction.

Considerable knowledge of current applicable building codes and regulations, as well as design standards.

Ability to apply applicable laws and regulations for the successful completion of assigned projects.

Ability to understand, interpret and utilize engineering plans, technical specifications and maps and to apply engineering principles and techniques.

Ability to establish and maintain effective working relationships with employees, contractors, utility staff borough officials, and members of the public.

Ability to communicate effectively and to deal firmly and tactfully with contractors, engineers, and property owners.

Ability to work independently with minimum supervision.

Ability to provide technical assistance and guidance to other construction inspection staff.

V. GENERAL RECRUITING QUALIFICATIONS:

Minimum: Five years of progressively responsible technical engineering work experience in one or more specific areas of civil engineering work;

or

substituting successful completion of an associate college degree in pre-engineering, construction technology, or a related discipline for 2 years of required experience.

Depending on the construction inspection assignment, current licenses, certifications, and/or endorsements may be required. Such credentials may include, but are not limited to: Certification of Welding Inspections QC1-96, AC1 Concrete Field Testing Technician – Grade 1, Nuclear Testing Equipment, NACE Membership Card, American Traffic Safety Service Association (ATSSA), Traffic Control Supervisor (TCS), Alaska Certified Erosion & Sediment Control Lead (ACESCL), GPS Training, Auto Cad Certification Liquid Penetrate Method Level II, and any other certification(s) in assigned field.

Must have a valid driver's license and a clear driving record.

VI. ADDITIONAL INFORMATION:

Tools and Equipment Used:
Office equipment including fax machine, telephone, copier, calculator and personal computer, including word processing, spreadsheet, and data base software; pipe locator, pressure gauges, testing equipment, engineering calculator; motor vehicle; phone; mobile or portable radio. The use of personal protective equipment relative to the hazards unique to the position will be required at all times during hazardous operations.

Physical Demands:

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

On a continuous basis the employee must be able to sit, stand, walk, stoop, bend, reach and grasp or finger equipment. Hand-eye coordination is necessary to operate testing instruments, computers, and various pieces of office equipment. Extensive written and telephone communications are required.

The physical demands require working outdoors in all types of weather, driving a standard transmission vehicle for long periods of time, being able to lift loads up to 50 pounds, traversing narrow and small spaces, being able to climb ladders and other apparatus and be in high places, able to walk around construction sites, climb soft dirt piles, move quickly around heavy equipment. Individuals in this position must have the manual dexterity to operate survey, measuring and testing equipment, write reports plans and specifications. Manual dexterity must be adequate to legibly hand write field reports in English.

Specific vision abilities required by this position include close vision, distance vision, peripheral vision, depth perception, the ability to adjust focus, and adequate vision for the safe operation of vehicles and equipment in daylight and darkness and in all weather conditions.